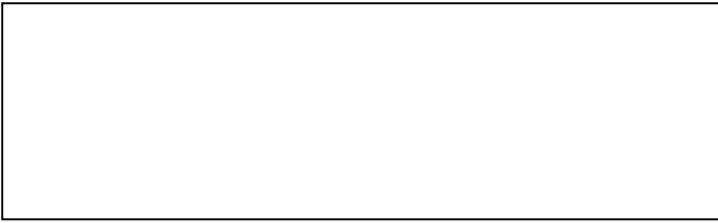


GUIDANCE NOTES: Application for Small Business Rate Relief from 1st April 2008



Please read the notes below and complete the relevant sections on the attached form as fully as possible. Once complete, sign and date the form and return it to us at the following address in order that your application for Small Business Rate Relief (SBRR) can be processed:

Business Rates, PO Box 4010, London SW1E 6QY

Please note that you can only qualify for SBRR provided certain eligibility criteria have been met. If any one of the criteria is not met we will not be able to award relief. Additionally, should your circumstances change and you no longer meet the qualifying criteria, you must notify us so that the SBRR can be reviewed from the date the change occurred.

COMPLETION OF THE FORM

SECTION A – Application for SBRR

This section should be completed if you are making your first application for SBRR for the period beginning 1st April 2008.

Part 1

If the property (also known as the hereditament) shown is not the one in Westminster for which you wish to claim relief, please enter the details of the property you do wish to claim for. The required details are shown on your Business Rates bill. Alternatively, the required information can be viewed by accessing the following Valuation Office website: http://www.voa.gov.uk/business_rates/index.htm .

On the form, please state the period you are claiming for (note that the current valuation period ends on the 31st March 2010). For example, if you are applying for relief for a part valuation period ending on the 30th November 2008, enter '01/04/2008 – 30/11/2008' in the space provided.

Part 2

In order to correctly assess your eligibility for SBRR, in this part please list all your other non-domestic properties (not mentioned in Part 1) which you occupy in Westminster or elsewhere in England. If there is insufficient space, please list the information on an additional sheet of paper and attach it to the application form.

Part 3

Your application cannot be processed if this section is not completed. The application must be signed by the ratepayer or a person authorised to sign on behalf of the ratepayer. This means, where the ratepayer is:

- a) a partnership, a partner of that partnership;
- b) a trust, a trustee of that trust;
- c) a body corporate, a director of that body, and

in any other case, a person duly authorised to sign on behalf of the ratepayer.

By signing the form you agree that, to the best of your knowledge, the information contained on the form is complete and is not false. Wilfully making a false statement on the application form is an offence and may result in us taking action against you.

P.T.O.

SECTION B – Notification of Change in Circumstances

This section should be completed in the future if your circumstances change. Relevant changes requiring notification are detailed below.

Part 1

In this part, enter the details of any non-domestic property which you occupy in England outside of Westminster that has had a rateable value change since your application for SBRR. Please state both the old and new rateable values and the effective date of the relevant change.

Part 2

If you have vacated or occupied any non-domestic properties in England since your application for SBRR, please enter the details in the space provided.

Part 3

Your application cannot be processed if this section is not completed. The application must be signed by the ratepayer or a person authorised to sign on behalf of the ratepayer. This means, where the ratepayer is:

- d) a partnership, a partner of that partnership;
- e) a trust, a trustee of that trust;
- f) a body corporate, a director of that body, and

in any other case, a person duly authorised to sign on behalf of the ratepayer.

By signing the form you agree that, to the best of your knowledge, the information contained on the form is complete and is not false. Wilfully making a false statement on the application form is an offence and may result in us taking action against you.

Your completed form should be sent to the following address:

Business Rates, PO Box 4010, London SW1E 6QY

<p><i>PLEASE RETAIN A COPY OF THE COMPLETED FORM FOR YOUR RECORDS AS YOU MAY NEED TO REFER TO IT AT A LATER STAGE</i></p>
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SECTION A – APPLICATION FOR SMALL BUSINESS RATE RELIEF

«ref» / «propref»

Ratepayer Name and Correspondence Address

We currently hold the following name and correspondence address on our records. If these are incorrect, please enter the correct details in the spaces provided on the right.

Account Number

Name

Address

PART 1: Property for which Small Business Rate Relief is being claimed and the valuation period for which relief is being sought

If the following property is **NOT** the one for which you wish to claim relief, please enter the details of the property you do wish to claim relief for in the space provided below.

PROPERTY DESCRIPTION	PROPERTY ADDRESS	POST CODE	2005 RATING LIST RATEABLE VALUE

If the period shown to the right is not the valuation period you wish to claim relief for, please cross out and state the correct period.

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PART 2: Additional Properties

In the space provided, please list all other non-domestic properties that you occupy in Westminster and elsewhere in England. *(If you need more space, list any additional properties on a separate sheet of paper and enclose it with this form.)*

PROPERTY REFERENCE NO.	PROPERTY DESCRIPTION	PROPERTY ADDRESS	POST CODE	2005 RATING LIST RATEABLE VALUE

PART 3: Declaration

I confirm that the hereditaments listed above are the only hereditaments in England occupied by:

(Signature of ratepayer/person authorised to sign)

(Capacity of person signing)

(Date)

(Email address – if applicable)

(Telephone No.)

(Fax No. – if applicable)

WARNING – it is a criminal offence for a ratepayer to give false information when making an application for small business rate relief.

SECTION B – NOTIFICATION OF CHANGE IN CIRCUMSTANCES

«ref» / «propref»

Ratepayer Name and Correspondence Address

We currently hold the following name and correspondence address on our records. If these are incorrect, please enter the correct details in the spaces provided on the right.

Account Number
Name
Address

PART 1: Notification of a change in the rateable value of a property

In the space below, please give details of the property which has been subject to the rateable value change. Please state both the old and new rateable values. *(If more than one property has been subject to a rateable value change, list any additional properties and relevant details on a separate sheet of paper and enclose it with this form.)*

PROPERTY DESCRIPTION	PROPERTY ADDRESS	POST CODE	PROPERTY REFERENCE NO.	OLD 2005 RATING LIST RATEABLE VALUE	NEW 2005 RATING LIST RATEABLE VALUE

In the space provided, please state the date from which the new rateable value became effective.

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PART 2: Notification of change in occupation

In the space provided, please give details of the property which you have vacated or occupied stating the date of vacation or occupation. *(If you have vacated or occupied more than one property, list any additional properties and relevant details on a separate sheet of paper and enclose it with this form.)*

PROPERTY DESCRIPTION	PROPERTY ADDRESS	POST CODE	PROPERTY REFERENCE NO.	2005 RATING LIST RATEABLE VALUE	DATE OF OCCUPATION / VACATION <i>(Please delete as appropriate)</i>

PART 3: Declaration

I confirm that the changes listed above are the only changes relating to the hereditaments in England occupied by:

_____	_____	_____
<i>(Signature of ratepayer/person authorised to sign)</i>	<i>(Capacity of person signing)</i>	<i>(Date)</i>
_____	_____	_____
<i>(Email address – if applicable)</i>	<i>(Telephone No.)</i>	<i>(Fax No. – if applicable)</i>

WARNING – it is a criminal offence for a ratepayer to give false information when making an application for small business rate relief.